

# JEFFERSON COUNTY PLANNING DEPARTMENT

445 W. PALMER MILL ROAD - MONTICELLO, FLORIDA 32345  
Phone (850) 342-0223 - Fax: (850) 342-0225



## ROAD AND DRIVEWAY CONNECTION PACKET

All new road or driveway connections to a County-maintained road shall be required to obtain a Jefferson County Driveway Connection Permit. This process will ensure the Road Department:

1. Is aware of all vehicular connections to the County-maintained roadway system;
2. Will determine if a culvert will be required at the connection to the County Road to ensure the continued function of the County Road drainage system.
3. To inspect and determine the culvert was installed correctly.

### DRIVEWAY CONNECTION PERMITS WILL NOT BE REQUIRED:

- Additions To Existing Structures
- Accessory Structures Where A Driveway Exists
- Connections To A Private Road.

The permit fee is: \$53.<sup>00</sup>

Make checks payable to: **Jefferson County Board of County Commissioners**

**Notify the Road Department at least 24 hours prior to the requested date of inspection.**

### REQUIRED INFORMATION:

Owner Name: \_\_\_\_\_

911 Address: \_\_\_\_\_

Tax ID #: \_\_\_\_\_

Phone #: \_\_\_\_\_ Name of County road: \_\_\_\_\_

Purpose of driveway (CHECK ONE): ☐ Residential, ☐ Commercial, ☐ Development

If a new Development, approved name of new road: \_\_\_\_\_

1. Attach a recorded copy of the warranty deed.
2. Draw or attach a simple location map.
3. Stake the middle of proposed driveway with white flagging material.
4. Provide any special instructions, information, or markings below:

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*Jefferson County Road Department*  
*1484 S. Jefferson Monticello, Fl 32344*  
*Telephone (850)997-2036 Fax (850)997-6760*  
**AGENT AUTHORIZATION FORM**  
For obtaining *driveway connection* permit

Date: \_\_\_\_\_

To: Jefferson County Road Department

Property legal description: (Please attach copy of deed)

By signing below, we, the owners of above property, do hereby grant permission to \_\_\_\_\_ to obtain the necessary permit for a driveway from the Jefferson County Road Department prior to the day of closing.

Phone number to reach owners \_\_\_\_\_

Signed \_\_\_\_\_

Having signed before a notary this \_\_\_\_ day of \_\_\_\_ 20\_\_\_\_

Notary \_\_\_\_\_ Stamp:

*Jefferson County Road Department*  
*1484 S. Jefferson Monticello, Fl 32344*  
*Telephone (850)997-2036      Mobile (850) 528-0555    Fax (850)997-6760*

Written directions from Courthouse Circle to Proposed driveway location:

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DRAW MAP BELOW  
Show North Direction



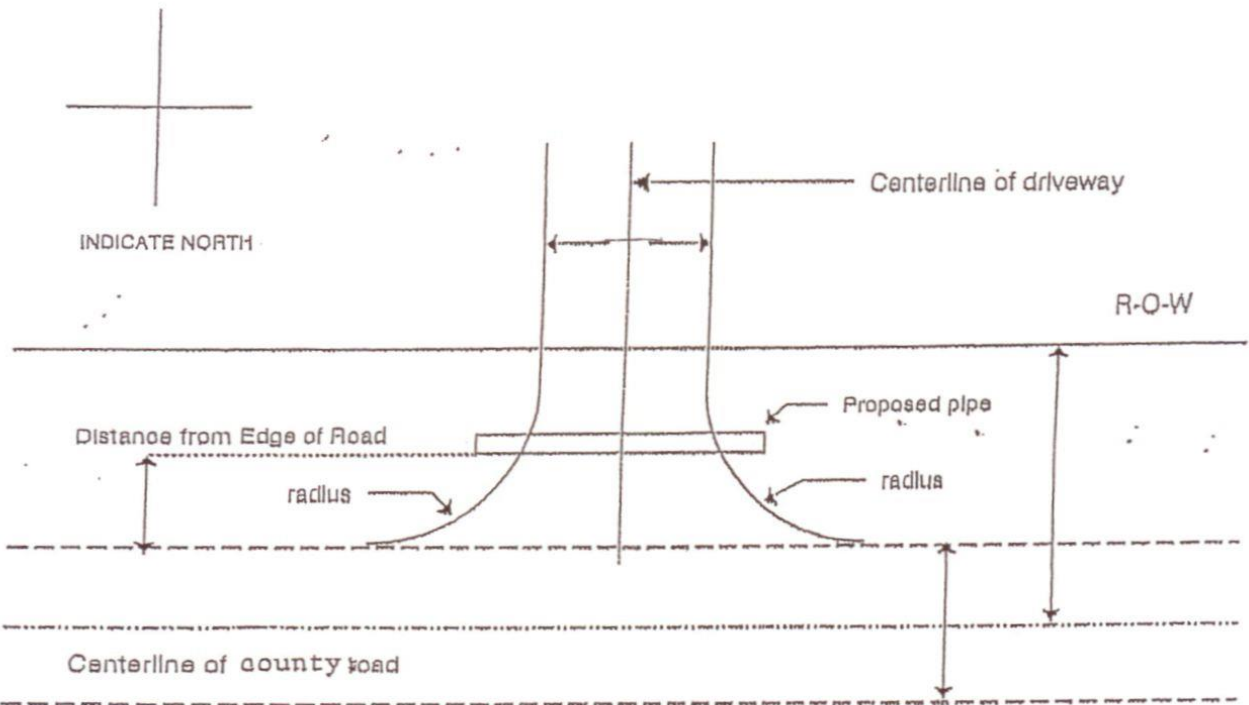
# Driveway Culvert Installation & Permit Procedures

1. All driveways or roads entering a County road right of way shall have a driveway culvert installed when necessary to facilitate roadway drainage.
2. The driveway connection shall slope away from the roadway edge at a minimum grade of 2% from the edge of the road pavement to the centerline of the culvert pipe to ensure runoff from the driveway will not cross the County-maintained road. Property owner may be required to install slotted pipe to prevent storm water draining into County roadway.
3. The Road Department Superintendent or his representative shall determine the appropriate pipe diameter and flow line of the new driveway culvert.
4. The overall pipe length shall be at least the driveway width plus the length required to provide for mitered end sections. Mitered end sections with 4:1 slope are required unless a variance is granted by written permission from the Road Superintendent.
5. The pipe material shall be reinforced concrete pipe on all roads, except corrugated metal may be utilized with written permission from the Road Superintendent.
6. A private contractor will install driveway culverts:
  - (a) A valid permit must be issued.
  - (b) The property owner or the contractor will supply the pipe specified by the Road Superintendent or his representative.
  - (c) The property owner pays all costs.
7. The depth of the existing ditch shall be defined as the vertical height as measured from the edge of the existing road pavement to the bottom of the existing ditch. The Road Department will adjust ditches if needed.
8. The pipe shall be backfilled with clean fill dirt.
9. Driveway connections that connect to a paved road shall be required to pave the aprons with concrete or asphalt. The driveway apron is the area between the edge of the road surface and the right of way or 30' from the road centerline on County-maintained roads where there is no defined right of way boundary.
10. **Note:** If a private contractor installs the driveway culvert, the Road Superintendent must be called to inspect the installation before the contractor can backfill the trench. Failure to have the installation inspected prior to backfilling may result in the Road Department removing the driveway culvert.
11. The Road Department Superintendent or his representative will inspect the culvert at the request of the property owner or his authorized representative/agent.
12. Driveways connecting to State and/or County roads shall follow the most current standards depicted in FDOT INDEX 273 -SIDE DRAIN MITERED END SECTIONS, which can be found online at <http://www.dot.state.fl.us/rddesign/DS/12/IDx/00273.pdf>.

Name: \_\_\_\_\_  
 Address: \_\_\_\_\_  
 \_\_\_\_\_

Project Address If Different from Applicant's Address:  
 Road: \_\_\_\_\_  
 Address: \_\_\_\_\_

To construct and maintain a \_\_\_\_\_ by laying \_\_\_\_\_ feet of  
 (length)  
 \_\_\_\_\_ inch pipe along the ( ) North ( ) East ( ) South ( ) West side of  
 (diameter)  
 \_\_\_\_\_ approximately \_\_\_\_\_ feet ( ) North ( ) East ( ) South ( ) West  
 (road)  
 of \_\_\_\_\_ and \_\_\_\_\_ feet from edge of road.  
 (nearest intersecting road)



Sample Site Plan for Driveway Culvert and Resurface

